

MTN Administrative Handbook (5th Edition)

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LAYOUT

- 8 Chapters
 - The Military Training Network
 - Administration of Resuscitative Medicine Courses
 - Position Descriptions, Duties and Responsibilities
 - Course Materials and Equipment
 - Reports
 - Resuscitative Medicine Courses
 - Training Site Reviews
 - Advanced Trauma Life Support
- 6 Appendices
 - Forms
 - Examples
 - AHA/MTN Course Completion Cards
 - Training Site Reviews
 - Course Monitoring Review
 - Instructor Monitoring Form

Purpose

- A compilation of standards and administrative guidelines for training sites.
- AHA / ACS publications serve as supplements to the MTN Handbook
- Final interpretation authority is the Director, MTN

Summary of Changes

- Overall – Chapter Layout intended to streamline and merge like processes.
- Chapter 1 – No significant changes

Chapter 2

- Documentation Storage Requirements
- Non-Compliance Disaffiliation (18 months)
- Temporary Hold up to 12 months
- Standardized Instructor Records Layout
- Instructor / Student Ratio

Chapter 3

- Interim PD
- Instructor Responsibilities
- Program Administrator Orientation

Chapter 4

- Card Storage Requirements

Chapter 5

- Address Format Change
- Current Form Requirement

Chapter 6

- Addition of the PEARS Course

Chapter 7

- No Significant Changes

Appendices

- Almost all forms have changed
- Several forms have been added
- MTN Forms are mandatory
- Examples have been included

- Please ensure that the necessary faculty read the new MTN Administrative Handbook, the whole thing.
- Your paperwork is the only representation of the quality of your program.

QUESTIONS

MTN REPORTING DATABASE

MTN Reporting Database

- Went into production about 3 years ago
- What was its intent
- What did we get
- Where is it now

COMMON FIXES FROM ADMIN REVIEWS

Common Fixes

- Organizational – Focused
 - Administrative Binder
 - Hardcopy of the MTN Manual
 - Interagency Cooperation and Agreements
 - Complete Reports Early (Murphy's law)

Common Fixes

- Course - Focused
 - Standardized Agenda
 - Standardized Pre-Course Memo
 - Program Administrator Fills out Cards
 - Create SOP/MOIs w/ examples
 - Create PCR checklist
 - Use 3 Person Check
 - Keep CME letters with PCR

Common Fixes

- Instructor– Focused
 - Everyone that Teaches at TS has Folder
 - Standardized Instructor Folders
 - CORE INSTRUCTOR COURSE!!!!!!
 - Create Instructor Data Sheet
 - Schedule Folder Reviews
 - Document, Document, Document

Common Fixes

- Equipment– Focused
 - Create Site Specific Eq. Lists
 - REQUIRED EQUIPMENT IS REQUIRED
 - Inspect Equipment Before and After Class
 - Decontamination Documentation
 - TRAIN Instructors on Site Specifics
 - SIMULATION IS **NOT** AUTHORIZED!!!!!!

QUESTIONS